

CONFIDENTIAL

16 July 1953

REPORT FOR THE WEEK OF 13 - 17 JULY

To: The Deputy Director of Training (G)
From: Management Training Division

The influx of clerical personnel and the low calibre of current recruits are creating serious problems of instruction for the Clerical Induction Section at [] is now in Johns Hopkins Hospital recovering from a recent operation. It is important, therefore, that we secure another instructor as soon as possible. [] has commenced action to have a GS-7 slot transferred from TRS, and to find a possible instructor.

It is and has been the understanding of this Division that the Clerical Induction Section will not be moved from its present location on [] until adequate air conditioning has been installed in the new quarters in Curie Hall.

Accomplishments

Commenced the Human Resources Program with a group of 17 supervisors in RI.

Commenced the Human Resources Program with Mr. Garrison and his top staff in Logistics. The program will be conducted in Logistics with not less than four and not more than eight groups of supervisors. There are twelve supervisors in this first top-side group.

For the Record (Statement that was drawn up last Friday)

In concluding the first fiscal year of operation, the Management Training Division reports extremely encouraging reception to the CIA Human Resources Program. Since last August, [] supervisors in various offices of the Agency have participated in this basic supervisory training.

Coordination, intra-office communication, and personnel management are three problem areas that appear to require concerted attention by all levels of management at this time to strengthen supervision in CIA.

From this sampling of approximately one-third of the supervisors in the Agency, it is the estimate of [] Chief of the Management Training Division, that significant progress can now be made in improving supervision only if strong support is given at the A/D and D/D levels, - especially with reference to the coordination of policy, plans, and operations.

It is hoped that it can be arranged for [] to meet with the regular DCI, DDA, DDI, and DDP staff meetings, between now and 1 September, to report on progress to date and to indicate the nature of the contributions that are needed at the Office and Agency levels of management if continued advance is to be made in tackling the problems of supervision in the year ahead.

Chief, Management Training Division

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